

DIRECTOR OF PUBLIC CAMPAIGN FINANCING

3409

EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF PUBLIC CAMPAIGN FINANCING

ANNUAL \$86,757	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$111,291	GROUP: MP 68	DATE: JULY 10, 2006	NO: 061520OCSP

PURPOSE OF CLASS: In the State Elections Enforcement Commission this class is accountable for directing the development, implementation and monitoring of the public campaign financing program and to ensure the proper distribution and utilization of public campaign funds.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JULY 10, 2006:

GENERAL EXPERIENCE: Nine years professional experience in finance, accounting or law.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a campaign finance agency. [Note: A campaign finance agency is defined as a governmental unit of the federal, state or local level that has subject matter authority to regulate laws pertaining to campaign financing.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in business, finance, management or accounting may be substituted for one additional year of the General Experience. (3) A law degree may be substituted for one additional year of the General Experience. (4) Five years experience as a manager responsible for planning, developing, coordinating or implementing a campaign finance program in a campaign finance agency may be substituted for the General Experience. [Note: A campaign finance agency is defined as a governmental agency on the federal, state or local level that has authority to regulate laws pertaining to campaign financing.]

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of the policies and practices of campaign finance; knowledge of financial and accounting systems; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret legislation, statutes and regulations; ability to prepare comprehensive narrative and statistical reports; some ability to integrate business needs with IT systems.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (PLD-1) detailing how you

meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties, with particular emphasis on your professional experience in finance, accounting and/or law in a campaign finance regulatory agency. Include those experiences as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by July 10, 2006. **A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 422, 165 Capitol Avenue, Hartford, CT. 06106-1630 (Secure Fax #860-622-2875).** The preferred method of submitting application materials is via fax. When faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Due to the large number of applications received, we cannot confirm receipt of applications. Do **not** mail a copy of your application form if you have faxed the materials. **Examination scores will be mailed by August 4, 2006.**

FORMS: Application forms (PLD-1) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>; 165 Capitol Avenue, Room 110, Hartford) and at any one of the Offices of the Connecticut State Job Centers.

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June 25, 2006

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities
